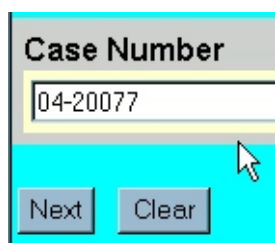


Amended Motion

STEP 1 Select **Bankruptcy or Adversary**, whichever is appropriate, from the *Main Menu*. Click on **Motions/Applications** from the *Bankruptcy Events* menu.

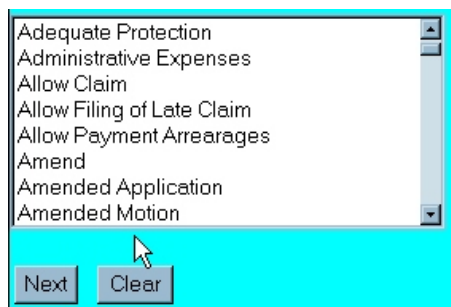


STEP 2 The **Case Number** screen displays.



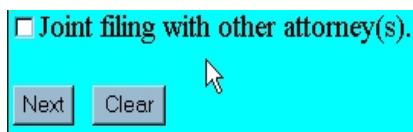
- ◆ **Case Number** - type the case number in YY-NNNNN format
- ◆ Click **Next** to continue.

STEP 3 The **select type of document** screen displays.



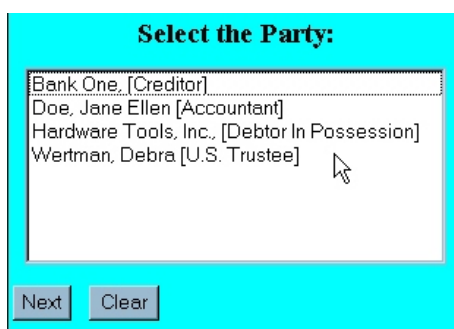
- ◆ Click on arrow to the right of the box to open the selection drop down box.
- ◆ Highlight type of document being filed (**Amended Motion**).
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt is displayed.



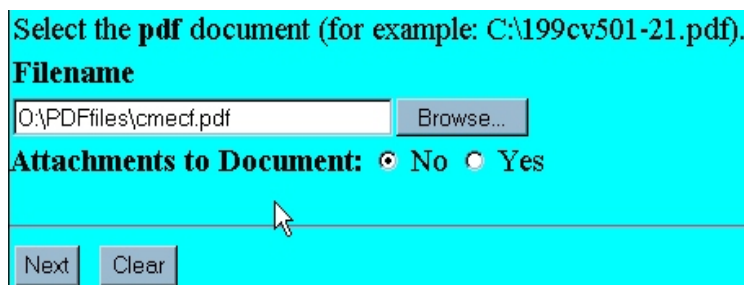
- ◆ Click in the **Joint filing with other attorney(s)** box if filing jointly with another attorney.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party:** screen displays.



- ◆ Highlight the party's name
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach a **Proposed Order** and other documents, (e.g. an exhibit, appendix):
 - ▶ Click on the radio button next to '**Yes.**'
 - ▶ Click on the **Next** button.

STEP 7 The **Select one or more attachments:** screen displays.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\PDFfiles\Bankruptcy - Proposed Or

2) Select a document type and/or enter a description.

Type

Description

Proposed Order

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

The screenshot shows a web-based form. On the left is a vertical list box. To its right are two buttons: 'Add to List' and 'Remove from List'. At the bottom left of the form is a 'Next' button. A mouse cursor is pointing at the 'Add to List' button.

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list. As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

STEP 8 The **Notice of Motion and Certificate of Service** screen displays.

The screenshot shows a web-based form with two text input fields. The first field is labeled 'Includes a Notice of Motion? y or n' and contains the letter 'y'. The second field is labeled 'With Certificate of Service? y or n:' and also contains the letter 'y'. Below these fields are two buttons: 'Next' and 'Clear'. A mouse cursor is pointing at the 'Clear' button.

- ◆ Enter a lowercase 'y' or 'n' in the text box to indicate if a Notice of Motion is attached.
- ◆ Enter a lowercase 'y' or 'n' in the text box to indicate if a Certificate of Service is attached.
- ◆ Click on the **Next** button.

STEP 9 The **Objection due date and Related Event** screen displays.

Objection due date: 05/12/2004

This Is An AMENDED Motion. Relate This Filing To The Original Motion.

Select the appropriate event(s) to which your event relates:

☐ 03/24/2004 [1](#) Application by Debtor In Possession Hardware Tools, Inc. to Employ Attorney J. Bailey as Attorney with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Employ Counsel) (gjb) (Terminated)

☒ 03/24/2004 [2](#) Motion by Debtor In Possession Hardware Tools, Inc. to Employ and Compensate John Allen Doe as CEO at the rate of \$200.00 with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Employ and Compensate Officer) (gjb) (Terminated)

☐ 03/24/2004 [3](#) Application by Debtor In Possession Hardware Tools, Inc. to Employ Jane Ellen Doe as Accountant with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Employ

- ◆ Click on the box next to the event to which your amended applications references.
- ◆ Click on the **Next** button.

STEP 10 The **Docket Text: Modify as Appropriate** screen displays.

Docket Text: Modify as Appropriate.

Amended Motion by Debtor In Possession Hardware Tools, Inc. Re: [2] Motion to Employ and Compensate Officers, filed by Debtor In Possession Hardware Tools, Inc. with Notice of Motion

and with Certificate of Service. Objections Due: 5/12/2004. (Attachments: # (1) Proposed Order Granting Amended Motion to Employ and Compensate CEO) (Bailey, Attorney)

Next Clear

- ◆ Add additional text if appropriate.
- ◆ Click on the **Next** button.

STEP 11 The **Docket Text: Final Text** screen displays.

Docket Text: Final Text

Amended Motion by Debtor In Possession Hardware Tools, Inc. Re: [2] Motion to Employ and Compensate Officers, filed by Debtor In Possession Hardware Tools, Inc. with Notice of Motion and with Certificate of Service. Objections Due: 5/12/2004. (Attachments: # (1) Proposed Order Granting Amended Motion to Employ and Compensate CEO) (Bailey, Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the *Final Docket* text. If correct, click **Next**.
- ◆ If the *Final Docket* text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 12 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 4/22/2004 at 11:34 AM EDT and filed on 4/22/2004

Case Name: Hardware Tools, Inc.

Case Number: [2:04-bk-20077](#)

Document Number: [18](#)

Docket Text:

Amended Motion by Debtor In Possession Hardware Tools, Inc. Re: [2] Motion to Employ and Compensate Officers, filed by Debtor In Possession Hardware Tools, Inc. with Notice of Motion and with Certificate of Service. Objections Due: 5/12/2004. (Attachments: # (1) Proposed Order Granting Amended Motion to Employ and Compensate CEO) (Bailey, Attorney)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: O:\PDFfiles\cmecf.pdf

Electronic document Stamp: